

Scoping Cost Estimate

Introduction

This is the beginning stage of a funded project. A Scoping Meeting is set up by the Project Development and Environmental Analysis Branch (PD&EA) to discuss the project scope and important issues relating to the project (Example 5).

Step By Step Procedure

1. Enter type of review into Plan Review Database as **Scoping Cost Estimate**. The due date set for 5 weeks after the date of the meeting.
2. ***Enter meeting date into Plan Review Engineer's Netscape calendar. If it is a U, I, R or major B project, plan on attending the meeting.***
3. Check for Feasibility Study file or existing TIP project file. Rename file with TIP project number or start new one if necessary.
4. Prepare Scoping Cost Estimate form letter (Example 6) to Division, ATE, Signals, Traffic Control, Signing and Traffic Operations (Do not send form letter to Traffic Operations for bridge projects or for projects they have indicated no involvement with). Set due date 3 weeks after meeting. Set due date 1 week before the meeting for ATE to get signal information to S&G. The form letter is located at: [TECM31/cm/common/formlet/scoping/meeting/...](#) Be sure to include the letter from PD&EA, vicinity map and volumes (if available). In addition to the letter, map and volumes, send the force account sheet (Example 7) to the Division.
5. **If no volumes, ask requesting party for updated traffic volumes.** This is very important. We need traffic volumes if at all possible prior to the Scoping Meeting. Be sure to send traffic volumes to ATE, Traffic Control and Signals.
6. Pull up PMSS printout from mainframe (see Appendix F) for project and place copy in file.
7. Order contact print of aerial photo.
8. Determine if Access Review has projects in the area. Pull these SC files and note any data that may impact our project. Write SC file numbers on file folder. Retain SC files until review completed.
9. Check current Thoroughfare Plans and copy any relevant information into file.
10. Check most recent ADT books for volumes and make copy of the area for file. Some ADTs are available on NCDOT's website
www.dot.state.nc.us/planning/statewide/traffic_survey/
11. Determine crosssection requirements for project and complete appropriate mainline analysis. Also, look at major Y lines and complete analysis if necessary. **[It is very important to do enough analysis prior to the meeting to be able to provide as much information as possible at the meeting. Many important decisions may be made at this point in the project and our information can be critical.]**
12. Discuss with Plan Review Engineer 2 days prior to meeting.
13. Attend meeting and write a note to file summarizing important issues from the meeting. Attach any information given in the scoping meeting.
14. Coordinate with Division, ATE, Signals, Traffic Control, Signing and Traffic Operations for their updated cost estimates and any concerns they may have with the project.
15. Prepare Scoping Cost Estimate response form letter to PD&EA (Example 8). For standard sentences see Example 9.
16. Enter completion date and relevant comments into Plan Review Database and file.